



Standard Operating Procedures: Observational Seat Belt Surveys on Company Property.

- I. Determine if your company has a seat belt policy for company vehicles, fleet vehicles, and personal vehicles when driving on company property or while conducting company business.
- II. Select a location for the observational seat belt survey. A good choice is the entrance to employee parking areas before a shift begins or at the exit at the end of the work day.
- III. Determine the duration of the survey and/or the number of vehicles that you will observe. One hour increments of time at the beginning or end of a shift are usually sufficient to gather the information needed.
- IV. Determine the number of people needed to coordinate this activity. This will depend on the number of entrances/exits to your organization's parking facilities and the duration for the checkpoint.
- V. Only the driver can be observed or the driver and any outboard front seat passenger for seat belt use. A shoulder belt placed under the arm or behind the back of the person should be recorded as a non-use. Determine the procedure in advance and train the individuals involved in performing the surveys so the procedure is carried out consistently.
- VI. Make sure the survey is conducted in a safe manner. Be highly visible, use traffic cones and reflective/orange vests.
- VII. Record the data on the observational seat belt survey form.
- VIII. Review results to assess need for further action and/ or future education and awareness activities.

Consult your Human Resources Department and/or your Legal Department before performing an observational seatbelt survey. The Office of Highway Safety encourages each company to have a written seatbelt policy. Having a seat belt policy lets your employees know that you care about their welfare both on and off the clock.